

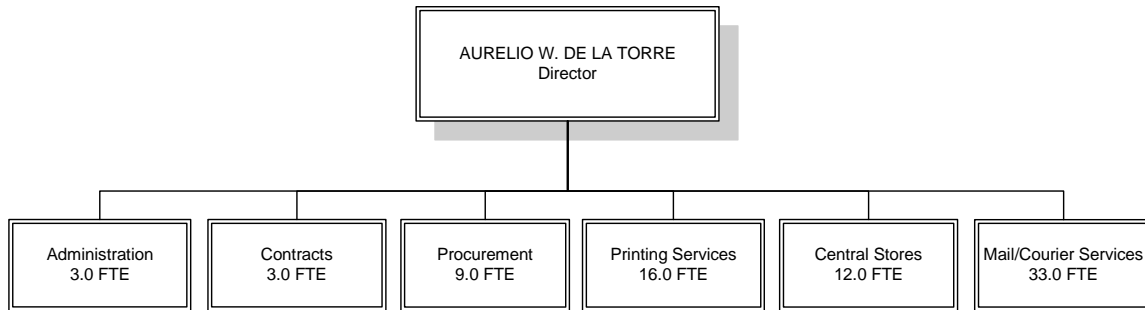
PURCHASING

Aurelio W. De La Torre

MISSION STATEMENT

Purchasing supports San Bernardino County by seeking the best value for each dollar expended by processing public procurement in an open and competitive environment. In addition, the department provides in-house services such as printing, full service supply ordering and comprehensive mail services through three internal service programs (Printing Services, Central Stores, and Mail Courier Services).

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

| | 2004-05 | | | | |
|-----------------------|---------------------------------|-------------------|------------------|------------------------------|-------------|
| | Operating Exp/ Appropriation | Revenue | Local Cost | Revenue Over/ (Under) Exp | Staffing |
| Purchasing | 1,073,018 | 35,000 | 1,038,018 | | 16.0 |
| Central Stores | 7,271,067 | 7,444,140 | | 173,073 | 12.0 |
| Mail/Courier Services | 7,478,661 | 7,648,362 | | 169,701 | 33.0 |
| Printing Services | 2,352,272 | 2,422,958 | | 70,686 | 16.0 |
| TOTAL | 18,175,018 | 17,550,460 | 1,038,018 | 413,460 | 77.0 |

Purchasing

DESCRIPTION OF MAJOR SERVICES

The Purchasing Department is responsible for the acquisition of equipment, services, and supplies used by county departments and Board-Governed Districts. In addition, it is responsible for the management of three Internal Service Fund Divisions (Central Stores, Mail/Courier Services and Printing Services). It also manages and arranges for the sale of county surplus property.

The Purchasing Department strives to provide service to all county departments, special districts and other government entities with sources for quality products with reasonable prices and timely deliveries. All willing vendors will be given the opportunity to provide pricing on their products and services in a fair, open, and competitive environment. Purchasing accomplishes this mission by treating each department, employee, and vendor with respect, integrity, and understanding. By extending this treatment to all, Purchasing fulfills the purchasing obligation of San Bernardino County.

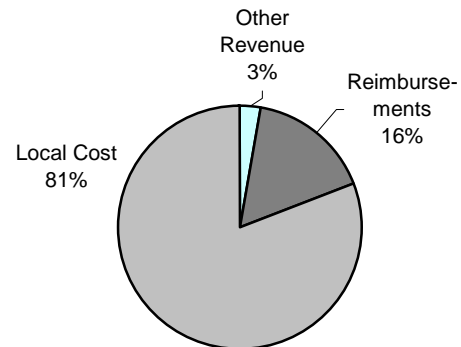
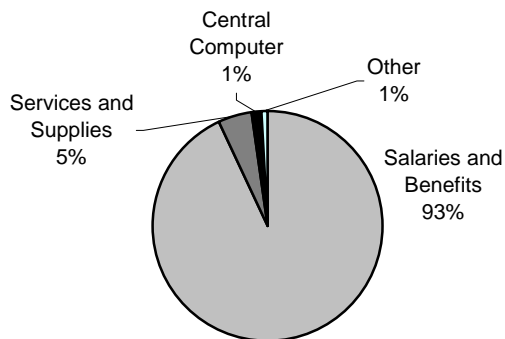
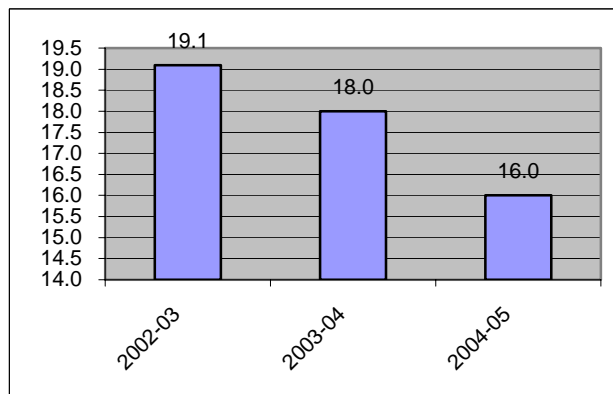
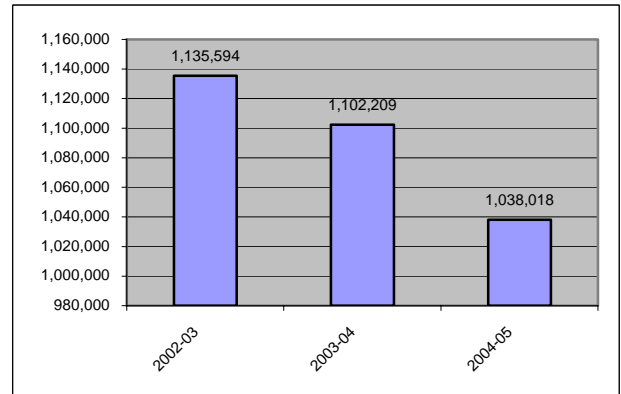


BUDGET AND WORKLOAD HISTORY

| | Actual 2002-03 | Budget 2003-04 | Actual 2003-04 | Final 2004-05 |
|----------------------|---------------------------|---------------------------|---------------------------|--------------------------|
| Total Appropriation | 1,087,823 | 1,112,209 | 1,022,018 | 1,073,018 |
| Departmental Revenue | 5,067 | 10,000 | 36,568 | 35,000 |
| Local Cost | 1,082,756 | 1,102,209 | 985,450 | 1,038,018 |
| Budgeted Staffing | | 18.0 | | 16.0 |

Workload Indicators

| | | | | |
|-------------------------|--------|--------|--------|--------|
| Purchase Orders | 1,766 | 1,725 | 1,571 | 1,300 |
| Request For Payment | 67,851 | 68,000 | 61,869 | 53,000 |
| Requisitions | 2,584 | 2,450 | 2,983 | 3,200 |
| Blanket Purchase Orders | 1,901 | 2,050 | 1,876 | 2,500 |
| Request For Proposals | 257 | 275 | 261 | 300 |

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY 2004-05 BREAKDOWN BY FINANCING SOURCE**2004-05 STAFFING TREND CHART****2004-05 LOCAL COST TREND CHART**

GROUP: Internal Services
DEPARTMENT: Purchasing
FUND: General

BUDGET UNIT: AAA PUR
FUNCTION: General
ACTIVITY: Finance

| | 2003-04 Actuals | 2003-04 Approved Budget | 2004-05 Board Approved Base Budget | 2004-05 Board Approved Changes to Base Budget | 2004-05 Final Budget |
|-----------------------------|--------------------|----------------------------|--|--|-------------------------|
| Appropriation | | | | | |
| Salaries and Benefits | 1,184,267 | 1,187,632 | 1,160,713 | 34,621 | 1,195,334 |
| Services and Supplies | 22,300 | 92,525 | 96,149 | (34,741) | 61,408 |
| Central Computer | 13,420 | 13,420 | 16,683 | - | 16,683 |
| Other Charges | 997 | 997 | 997 | (269) | 728 |
| L/P Equipment | 5,783 | 5,783 | 5,783 | 269 | 6,052 |
| Transfers | 3,312 | 3,312 | 3,312 | 120 | 3,432 |
| Total Exp Authority | 1,230,079 | 1,303,669 | 1,283,637 | - | 1,283,637 |
| Reimbursements | (208,061) | (191,460) | (235,619) | 25,000 | (210,619) |
| Total Appropriation | 1,022,018 | 1,112,209 | 1,048,018 | 25,000 | 1,073,018 |
| Departmental Revenue | | | | | |
| State, Fed or Gov't Aid | 8,043 | - | - | - | - |
| Other Revenue | 28,500 | 10,000 | 10,000 | 25,000 | 35,000 |
| Other Financing Sources | 25 | - | - | - | - |
| Total Revenue | 36,568 | 10,000 | 10,000 | 25,000 | 35,000 |
| Local Cost | 985,450 | 1,102,209 | 1,038,018 | - | 1,038,018 |
| Budgeted Staffing | | 18.0 | 16.0 | - | 16.0 |

DEPARTMENT: Purchasing
FUND: General
BUDGET UNIT: AAA PUR

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

| | Budgeted Staffing | Appropriation | Departmental Revenue | Local Cost |
|--|----------------------|------------------|-------------------------|------------------|
| 2003-04 FINAL BUDGET | 18.0 | 1,112,209 | 10,000 | 1,102,209 |
| Cost to Maintain Current Program Services | | | | |
| Salaries and Benefits Adjustments | - | 75,078 | - | 75,078 |
| Internal Service Fund Adjustments | - | 6,887 | - | 6,887 |
| Prop 172 | - | - | - | - |
| Other Required Adjustments | - | - | - | - |
| Subtotal | - | 81,965 | - | 81,965 |
| Board Approved Adjustments During 2003-04 | | | | |
| 30% Spend Down Plan | - | (44,159) | - | (44,159) |
| Mid-Year Board Items | - | - | - | - |
| Subtotal | - | (44,159) | - | (44,159) |
| Impacts Due to State Budget Cuts | (2.0) | (101,997) | - | (101,997) |
| TOTAL BOARD APPROVED BASE BUDGET | 16.0 | 1,048,018 | 10,000 | 1,038,018 |
| Board Approved Changes to Base Budget | - | 25,000 | 25,000 | - |
| TOTAL 2004-05 FINAL BUDGET | 16.0 | 1,073,018 | 35,000 | 1,038,018 |



DEPARTMENT: Purchasing
 FUND: General
 BUDGET UNIT: AAA PUR

SCHEDULE B

BOARD APPROVED CHANGES TO BASE BUDGET

| Brief Description of Board Approved Changes | Budgeted Staffing | Appropriation | Departmental Revenue | Local Cost |
|---|----------------------|---------------|-------------------------|------------|
| 1. Salary Adjustments Increases due to step increases and retirement costs. | - | 34,621 | - | 34,621 |
| 2. Reduction in Services & Supplies Further reductions in the purchase of supplies necessary in order to meet reduction target increased cost in salary adjustments. | - | (34,741) | - | (34,741) |
| 3. Reduction in Other Charges Reduction in interest payments for computer equipment. | - | (269) | - | (269) |
| 4. Increase in Lease-Purchase of Equipment Increase in principal payments for computer equipment. | - | 269 | - | 269 |
| 5. Increase in Transfers Increase in charges mandated per EHAP. | - | 120 | - | 120 |
| 6. Decrease in Reimbursements Decrease in reimbursements from Human Services System for surplus equipment issued to community-based organizations. | - | 25,000 | - | 25,000 |
| 7. Increase in Revenue Projected increase in public auctions. | - | - | 25,000 | (25,000) |
| Total | - | 25,000 | 25,000 | - |

